



Job Title: Performing Arts Office Assistant - Studio Monitor
Hours per week: 15-20
Number of positions: 1
Length of Employment: January 17 – May 12, 2023
(Academic progress must be met every semester to continue)
Pay rate: \$11.50
Supervisor: **Jonah Winn-Lenetsky**
Contact: Jonah.winn-lenetsky@iaia.edu
Department Name & Code: 79
Location: Performing Arts & Fitness Center
Classification: Federal/State or Institutional Work-Study
Employer Name/Address: 83 Avan Nu Po Road, Santa Fe, NM 87508

Purpose/Role:
Office Assistant

Job Description/Responsibilities/Abilities:

Student will serve as an assistant to Sheila Rocha and Jonah Winn-Lenetsky and will help out with various administrative needs in the department. They will also serve as a studio monitor for the dance studios and may be asked to help out with productions. They will assist in a variety of capacities and be called upon to help out with classes and shows when they are available. Nights and weekends may be necessary. A proficiency with computers, MS Word and Excel will be important.

General Qualifications:

A proficiency with computers, MS Word and Excel will be important. Also, a willingness to do a variety of tasks as needed for the department.

Background Check: Students who reside off-campus are required to have a Background Check done. The fee for this process is paid for by the hiring department.

Evaluation Procedure(s) and Schedule: Work-Study Performance Evaluation form provided in IAIA Work-Study Manual for Students (page 14). See: iaia.edu/student-success-center/student-employment/